

Public Hearing Application Process

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PRE-APPLICATION MEETING

SUBMITTAL

REVIEW AND COMMENTS

PUBLIC HEARING

FINAL DECISION

An opportunity to meet with city departments (Planning, Engineering, Fire, Parks, etc.) to receive feedback/guidance for a proposal. A conceptual layout is required in order to schedule. Reach out to Lindsay in Planning Services to see availability (Icarey@grapevinetexas.gov).

Submittals are accepted on the first Monday of each month. Please make sure all application materials and payment are brought to the submittal appointment or it may be turned away as incomplete. Reach out to Lindsay to schedule a submittal time.

Each project is assigned a Planner for review. The Planner will review the plans and send comments until the case is finalized.

A few rounds of comments and reviews is a standard part of the process.

The final decision is made by a board and/or commission depending on the nature of the project.

Planning and Zoning and City
Council - joint public hearing on
the third Tuesday of each month
Site Plan Review Committee First Thursday of each month
Board of Zoning Adjustment First Monday of each month

Once the case has received an approval or denial, staff will send out the signed approved plans and an outcome letter. You may move forward with next steps (building permits, civil construction drawings, etc.)

*Please note, this is a general overview of the process, subject to change depending on the nature of each case.